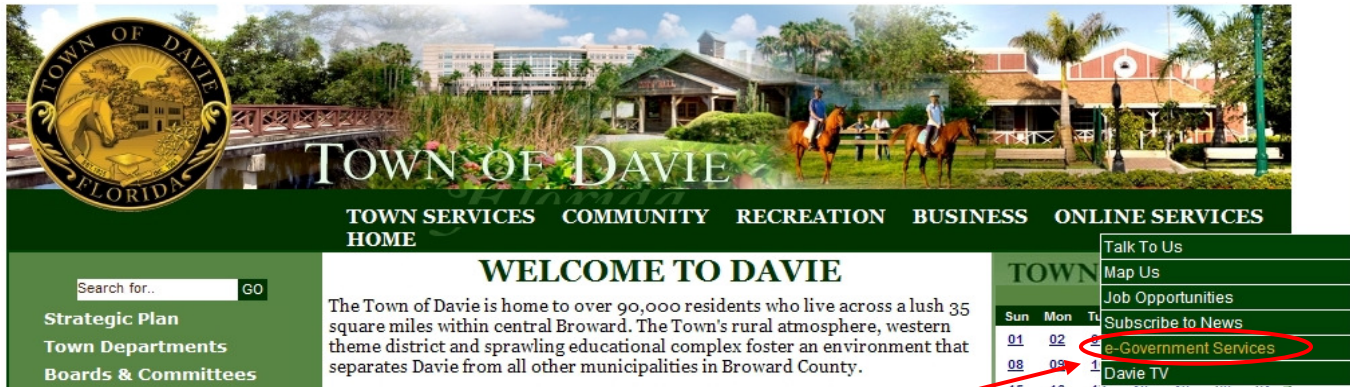


# Town of Davie Permits

## Here's How to Get Started with our new online Permit Software

1. Go to [www.Davie-FL.gov](http://www.Davie-FL.gov)



2. Click on "Online Services"
3. Choose e-Government Services.
4. Click on "Building Permits-New"

Service	Description
Utilities	Provides utility customers access to view their payment history, account information, and consumption summary information on their accounts 24 hours a day, 7 days a week. A Town issued PIN number which will appear on your billing statement as of June 2004 will be required to access account information.
ProjectDox (Electronic Plans Review)	The ProjectDox program allows for the electronic submission of site plans and building permit applications. Use of this program reduces the amount of paper, travel time and expense, and cost inefficiencies associated with the previous method for site plans and building permit application.
<b>Building Permits-New</b>	Provides access to the Town's new Building Permit system, enabling inquiries and inspection scheduling.
Building Permits-Review Only	Provides access to the Town's previous Building Permit system for INQUIRIES ONLY until May 11, 2012
Business Tax Receipt	Enables citizens to complete routine tasks associated with occupational licenses. Citizens can now search for licenses, and in the near future, renew licenses and pay for them real-time 24 hours a day, 7 days a week.
Planning & Zoning	Enables citizens and contractors to view information regarding planning and zoning projects online, including general project and review information 24 hours a day, 7 days a week.
Map Nimbus	This is a program that allows you to look up code compliance cases and location of sexual offenders.

5. Below the Contractor Login area, Click on "Activate Your Account"

**Contractor Access**

Username

Password

**Activate Account** - Contractors who are already registered with the city may activate their account online.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

**Resident Access**

**Public Information Search**

Permit Type

Permit Number

Service Address

6. First start by typing in the business name, a drop down box will appear as you type.

**VERY IMPORTANT – YOU MUST CLICK ON YOUR BUSINESS NAME FROM THE DROP DOWN BOX IF YOUR BUSINESS NAME DOES NOT COME UP PLEASE CONTACT THE TOWN OF DAVIE BUILDING DEPARTMENT AT 954-797-1111**

## Contractor Account Activation

**Company Identity Verification**

Please answer the following questions to help us verify you are an authorized agent.

\* Business Name  **PAUL BANGE ROOFING**

\* License Type  License Number

☐ I hereby assume the responsibility of the business described above.

**Contractor Account Profile**

Please fill in the following information to create your account.

\* Desired Username  7-100 letters and numbers only

\* Desired Password  7-24 characters

\* Confirm Password

\* Email Address  Used for official communications only.

CREATE ACCOUNT

7. Use the drop down arrow next to the License Type and choose "REGISTRATION"

\* License Type **REGISTRATION**

**Contractor Account Activation**

**Company Identity Verification**

Please answer the following questions to help us verify you are an authorized agent.

\* Business Name

\* License Type  License Number

☐ I hereby assume the responsibility of the business described above.

**Contractor Account Profile**

Please fill in the following information to create your account.

\* Desired Username  7-100 letters and numbers only

\* Desired Password  7-24 characters

\* Confirm Password

\* Email Address  Used for official communications only.

© 2012 Town of Davie

8. Enter your License number

**Please Note: If you are unsure of your License Number you will need to contact the building department to obtain your number**

### Contractor Account Activation

The screenshot shows the 'Contractor Account Activation' form. It is divided into two main sections: 'Company Identity Verification' and 'Contractor Account Profile'. In the 'Company Identity Verification' section, the 'Business Name' is 'PAUL BANGE ROOFING', 'License Type' is 'REGISTRATION', and 'License Number' is '999999'. A red circle highlights the 'License Number' field, and a red arrow points from the instruction text above to this field. Below these fields, there is a checkbox labeled 'I hereby assert that I am an authorized agent of the business described above.' which is checked. A red circle highlights this checkbox, and a red arrow points from the instruction text below to it. The 'Contractor Account Profile' section contains fields for 'Desired Username', 'Desired Password', 'Confirm Password', and 'Email Address', each with specific character requirements. A blue 'CREATE ACCOUNT' button is at the bottom of the form.

9. Place a check mark in the box next to “I hereby assert...”

10. Enter all the information into the Contractor Account Profile

**NOTE: USER NAME and PASSWORD are case sensitive**

The screenshot shows the 'Contractor Account Profile' section of the form. It contains fields for 'Desired Username', 'Desired Password', 'Confirm Password', and 'Email Address'. Below the form, a blue 'CREATE ACCOUNT' button is highlighted with a red circle. A red arrow points from the instruction text below to this button.

11. Click “Create Account”

12. At the top of the screen under “Contractor Account Activation” you will see a small line that says “Account created successfully.”

The screenshot shows the 'Contractor Account Activation' header. Below it, a message 'Account created successfully.' is displayed inside a red oval. A red arrow points from the instruction text above to this message.

13. To access your newly created account click on the link at the top of the page that says "Welcome Page"



14. Under the Contractor Access enter the user name and password you just set up.

### Contractor Access

Username

Password

15. Click Login





# Helpful Hints



- ❖ The “My Permits” tab at the top of the page will provide you with information regarding permits this will be the page that opens up once you log in.

## Town of Davie Permits

Powered by NWS

**My Permits** Request Permit My Account

### My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

No. of permits per page

☒ Show Active Only ☐ Show All

Permit Number	Address	Description	Status
E-Equipment Hook Up <a href="#">99-00002012</a>	7500 SW 30 ST Davie, FL 33314		Permit Issued

- ❖ You can click on the permit number to see details on that particular permit. This is where you will go to find information relating to your permits.

#### Payment Summary

Total Charges	\$0.00
Amount Collected	\$0.00
Total Due	\$0.00
Paid On	Not paid

Location Summary Inspection Status

Inspection Type	Status	Date	Pass/Fail
E4060 Equipment Hook Up	Completed	08/06/1999	IFail
E4060 Equipment Hook Up	Completed	08/09/1999	IFail
E4060 Equipment Hook Up	Completed	09/29/1999	IFail
E4060 Equipment Hook Up	Completed	03/03/2000	IFail
E4060 Equipment Hook Up	Completed	03/21/2000	Pass

#### Permit Summary

Permit Type	E-Equipment Hook Up
Permit #	99-00002012
Application #	99-00002012
Status	Permit Issued on 08/03/1999
Issued To	Contractor

#### Permit Details

Description

Current Property Value	
Est. Improvement Value	\$1,500.00
Improvement Sq. Ft.	0
Printed	Yes
Master Permit	99-00002012

Comments

- ❖ To manage your account information (passwords etc.) you would click on the tab labeled “My Account”

## Town of Davie Permits

Powered by NWS

My Permits Request Permit **My Account**

### My Permits

Below is a list of the permits associated with your account. Click on a permit to get additional information, schedule inspections, or even make payments!

No. of permits per page

☒ Show Active Only ☐ Show All

Permit Number	Address	Description	Status
E-Equipment Hook Up <a href="#">99-00002012</a>	7500 SW 30 ST Davie, FL 33314		Permit Issued